The Knox County Board of Health meeting was held on May 10, 2018. Carol Scotton called the meeting to order at 7:05 p.m. Present were Doug Gibb, Kevin Satisky, M. D., Dan Harris, Bruce Bobofchak, D.D.S., Samuel Fox, M.D., and David Amor. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Amy Anderson, Director of Compliance and Quality; and Catherine Ayres, Director of Family Health. Not present: DuRae Fletcher, Sr. and Elvith Santoyou-McNaught.

**ADDITIONS TO AGENDA**

Remove Item B, KCHC 1st Quarter Financials, from Public Health Administrator’s Report. Add Local Food Ordinance under Upcoming Business.

**PRESIDENT’S BUSINESS – Carol Scotton**

Ms. Scotton informed the Board that both Bruce Bobofchak, D.D.S. and Kevin Satisky, M.D. have agreed to serve another term on the Board of Health and that information has been forwarded to the Knox County Board for reappointment.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the April 12, 2018 Minutes was made by David Amor and seconded by Kevin Satisky, M.D.; the motion for approval was unanimously adopted by a voice vote.

**Treasurer’s Report - Doug Gibb**

Mr. Gibb reported to the Board the May 2018 numbers at $62,029.44, with tonight’s numbers being $66,777.52, a difference of $4,748.08. Mr. Gibb went on to say the largest expenses for the month were Supplies at $1,756.97, Travel/Training at $1,646.02, Client Services at $1,147.09, and Lawn Care at $136.00.
A motion to approve the May Treasure’s Report was made by Dan Harris and seconded by Kevin Satisky, M.D.; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel updated the Board with the Financial Statements for the period ending April 30, 2018 stating we have ended the current period in the positive at $16,601.94. We are doing better than compared to last year at this time, but are not where we need to be as far as number of patients or number of visits for our HRSA Requirements. Ms. Gabriel attributes the numbers being better due to the reorganization of our Billing Department, the Provider Incentive Program, the assignment of new MCO’s to us, patient outreach, and the revamping of patient scheduling, as well as some QI work with Dental last year.

Ms. Gabriel reported to the Board the FY18 1st Quarter Business Plan stating the Accounts Receivable Report through February 2018 show us doing better. The Cost per Visit and Cost per Patient Report show our Cost per Patient at $504.05, which is under the HRSA goal of $630.00 for Cost per Patient. Dental offsets Medical and Behavioral Health, because of the larger number of patients Dental sees. For the Quarterly Accrued Data Report - Revenue Sources shows our Grant Revenue at more than thirty percent of our Program Revenue. HRSA likes to see this number at thirty percent. We have shown improvement on this number. In closing Ms. Gabriel stated we had 2,361 Community Health Center total visits in the first quarter, which puts us at 16.4 percent of our HRSA target and we are at 21 percent for number of patients.

**PUBLIC HEALTH ADMINISTRATOR’S REPORT – Michele Gabriel**

Ms. Gabriel updated the Board regarding the Public Health 3.0 Conference for Public Health Professionals she attended stating this was the Association of Public Health Administrators effort to bring a national level conference into Illinois. Included in Board Packets is a summary of what was discussed at the 3.0 Conference. Ms. Gabriel stressed the importance of moving forward with this model particularly with the workforce challenges within Public Health. We are looking at how we can build our workforce, get more data, and strengthen our fundamental public health characteristics. Speakers discussed these topics and how they have been implemented within their communities.

Ms. Gabriel reported to the Board the notice of grant award that we received on May 1, 2018 for the Community Health Center at $1,427,754.00. This marks our seventh year as a FQHC. Ms. Gabriel added, it is possible to see this amount go up if a base adjustment is done or if Quality Improvement measures are done or if they release more money for different programs, we can then apply for more funding.
DIVISION DIRECTOR REPORTS

Family Health Report – Catherine Ayres

Ms. Ayres updated the Board regarding the four Family Health Services Division Grants that have been applied for. The WIC Grant was tweaked some by the Department and the FCM Grant is now in two parts, APORS and Health Works. We anticipate receiving these grants with no problems. Our Farmers Market Grant has been approved and the IBCCP Grant funding application has not come out yet.

WORK SESSION

Ms. Gabriel reported to the Board that while attending the Public Health 3.0 Conference she realized the importance of funding and strengthening our core services, as well as the importance of having a Public Health staff whom is knowledgeable about multiple things and can do multiple things. With that being said, included in Board packet is a current Organizational Chart and a copy of the proposed Organizational Chart. Ms. Gabriel stated we are proposing these changes because we feel there is a greater need for us to look at Public Health Billing and Accounts Receivable. We are considering moving Public Health Services over to the Community Health Center also and making some changes there. We are looking at having the Administrator be more involved in the community in order to build State and National partnerships with associations, as well as build more partnerships within our community regarding community matters and workforce development. Other things we are looking at are adding more insurance and contracts, implementing some MAP measures, doing medication assistance treatment, and substance abuse training. We are looking at strengthening our Human Resource Department, along with defining employee expectations, defining our expectations of employees, defining what our ethics are as an organization, as well as how we train employees when we hire them. Supplies and Inventory will need to be streamlined and we are anticipating future programs involving Opioids and TB, along with strengthening our infrastructure.

Ms. Gabriel informed the Board that there are five pieces to the Organizational changes we are proposing. The Health Educator Position and the Medical Director Position are both within the Budget. Ms. Gabriel also noted that we are in preliminary talks with a potential candidate for the Medical Doctor Position.

Ms. Gabriel continued by telling Board Members that the two new positions being created and the job descriptions we will need action on tonight are for an Assistant Public Health Administrator and a Knox Community Health Center Chief Operations Officer. In the past we have talked about hiring a COO to be on staff on a daily basis in the Community Health Center.
The Assistant Administrator candidate will need to have an LEHP and also serve as Director of the Health Protection Division, as well as oversee the core Public Health Programs. Both positions will require a Master’s Degree and both will be additions to the Budget.

Ms. Gabriel informed the Board of another position we would like to bring back, which is the Communicable Disease Coordinator. This is a position that has been used in the past, but is not currently being utilized. This position is different than the Public Health Specialist that we currently have. The current Public Health Specialist does go out into the community to educate, but not as much as we would, because she also sees patients on a regular basis. What we are proposing is hiring a Communicable Disease Coordinator that will concentrate on Lead and TB, as well as going out into the community as an educator.

Ms. Gabriel continued explaining to the Board that we have been approached by a new dentist who is just finished up with Dental School and is interested in working here. We feel that this would be a great opportunity to grow our Dental Services and reduce wait times for our patients by adding another Dentist and Dental Assistant.

Ms. Gabriel informed the Board that we are wanting to add an Environmental Health Specialist, for a total of three in that division. The current Organizational Chart shows two. We are anticipating the need for three due to the upcoming changes to the State Food Code Program.

Ms. Gabriel also informed Board Members that we would like to hire an additional Billing and Insurance Clerk for a total of three due to hiring more providers and staff in the Community Health Center.

Ms. Gabriel went over the new proposed Organizational Chart with Board members, stating she would continue to have primary oversight of the Health Department, the Assistant Administrator, COO, Finance, Human Resources, Compliance, and Administrative all of whom would report to her, as well as Public Health Accreditation, which we consider to be one of the more administrative functions in oversight of that program. For Public Health the Assistant Administrator would serve as second in command, responsible for multiple functions, as well as serve as Director of Health Protection and be required to maintain an LEHP. This position would also be the Director over Wellness Promotion, Family Health, and be the direct report to the Division Directors.

Ms. Gabriel informed Board Members the last item under Proposed Organizational Changes is the updated job description for an EH Specialist who has received qualifications and been promoted to a Licensed Environmental Health Practitioner. We are raising this position to a pay grade 8 from a pay grade 7.
In closing Ms. Gabriel expressed to the Board some of the plans for future reorganizing stating we see a need for stronger Human Recourses, which would in turn increase the demand for an Office Manager to take over Administrative Duties, Integrated Care, and Clinic Flow. Coming up there are a lot of communication issues we need to address such as the new computer network we will be budgeting for in the coming year. A phone system that will eventually need to be updated. We have been looking at Social Media and Data Sharing, community relations, the possibility of establishing a Building Fund to expand the building due to our growing staff and service, as well as improving Workforce Development to retain employees.

Ms. Gabriel reported to the Board that copies of the Budget and the proposed revised Budget with the Organizational changes were included in their packets for review. We are not asking to approve these Budget revisions at this time. Board discussion followed.

**OLD BUSINESS – Michele Gabriel**

A motion to approve the KCHD Organizational Chart was made by Doug Gibb and seconded by David Amor; the motion for approval was unanimously adopt by a voice vote.

Ms. Gabriel informed Board Members that all Job Descriptions are reviewed yearly and any position openings are posted within the Health Department and Community Health Center first before posting to the public.

A motion to approve the Assistant Public Health Administrator Job Description with revisions was made by David Amor and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

A motion to approve the KCHC Chief Operations Officer Job Description with revisions was made by Dan Harris and seconded by Dave Amor; the motion for approval was unanimously adopted by a voice vote.

A motion to approve the Licensed Environmental Health Practitioner Job Description was made by Doug Gibb and seconded by Samuel Fox, M.D.; the motion for approval was unanimously adopted by a voice vote.

**NEW BUSINESS – Amy Anderson**

Ms. Anderson informed the Board that the Quarterly Audit Report was included in Board Member packets for review. The only issues found during the Audit were a space heater plugged into a power strip and alcohol that had expired.

A motion to approve the Quarterly Audit Report was made by Doug Gibb and seconded by Samuel Fox, M.D.; the motion for approval was unanimously adopted by a voice vote.
UPCOMING BUSINESS – MICHELE GABRIEL

Ms. Gabriel informed Board Members that there was a draft Food Safety Ordinance in their packets for review. Also included is the Amended Food Ordinance from LaSalle County for reference. Sarah Willett will be at the June Board Meeting to present this information.

COUNTY BOARD LIAISON

Mr. Amor reported to the Board the County renewed the Health and Life Insurance carrier contract for another year. A contract has been finalized with the workers in the Circuit Clerk’s office. Additional training has been approved for the business area of the Knox County Nursing Home. Also the action regarding the Time Clock is still going on while we wait for a ruling against the States Attorney’s office. Next week the committee that works with zoning will be coming to a recommendation for the solar farms in Knox County and in closing, the salary dispute with the Galesburg Election Commission is going to court. The County would not approve the salary percentage increases for the workers of the Galesburg Election Commission. They have a court injunction saying the County does have to pay them.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Dan Harris; the motion was adopted unanimously by a voice vote at 9:10 p.m.

Respectfully Submitted By: Pam Reiber
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